

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: August 5, 2013

FROM: Louise M. Anderson  
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2014 Pay Period #3 Ending 8/10/13  
CPO 14-01

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To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 2:00 pm on Tuesday, August 13, 2013.**

Payroll accounts can be transmitted on Friday, August 9, 2013 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.